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Meeting ID: 815 0033 2258

Passcode: 999999

**6:45 P.M. – PUBLIC HEARING
TOWN HALL – MEETING ROOM**

**Granby Water Pollution Control Authority (GWPCA)
Setting Sewer Use Rates 2021-22**

**TOWN OF GRANBY
BOARD OF SELECTMEN
REGULAR MEETING
MONDAY, APRIL 19, 2021
VIA ZOOM
7:00 P.M.
AGENDA**

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

III. MINUTES

- A. Approval of Budget Workshop Meeting Minutes – March 11, 2021
 - Regular Meeting Minutes – March 15, 2021
 - Regular Meeting Minutes – March 22, 2021
 - Special Meeting Minutes – April 6, 2021

IV. UNFINISHED OR TABLED BUSINESS

V. BUSINESS

- A. Resignations and Appointments
 - Vacancies: (1) Commission on Aging; (1) Conservation Commission
- B. Presentation Regarding Radio Communications – LAFD Chief John Horr, Jr.
- C. Consideration of Resolution for Board of Education Grant Application
- D. Consideration of Granby Water Pollution Control Authority (GWPCA) Setting Sewer Use Rates for 2021-22
- E. Consideration of Resolution and Compliance Statement Supporting Fair Housing
- F. Consideration of Town Manager Selection Process
- G. Consideration of Park & Recreation Fund Appropriation

VI. TOWN MANAGERS REPORTS

- A. Budget Operations
- B. Department Management Notes

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

VIII. SELECTMAN REPORTS

(Sally S. King, Mark C. Neumann, Edward E. Ohannessian, Glenn G. Ballard)

IX. ADJOURNMENT

The next regular meeting is scheduled for May 3, 2021.

TOWN OF GRANBY

LEGAL NOTICE

WATER POLLUTION CONTROL AUTHORITY

NOTICE OF PUBLIC HEARING

The Granby Water Pollution Control Authority (Board of Selectmen) will hold a Public Hearing on Monday, April 19, 2021 at 6:45 p.m. at the Town Hall Meeting Room, 15 North Granby Road, Granby, CT 06035 and via Zoom for the purpose of setting the sewer use rates for 2021-22.

The Sewer Authority will hear comments and accept written communication from users concerning proposed sewer use charges. The recommendation of the Town Manager is to charge residential users a minimum of **\$220.00** per year for the cost of the average residential gallons used per year (55,000 gallons); commercial/industrial users are recommended to be charged a minimum of **\$308.00** per unit for up to 100,000 gallons. All gallon usage (residential and commercial/industrial) above the minimum is recommended to be charged **\$.0065 per gallon**. All residential users must be metered by water or sewer meter, unless they pay a surcharge for not having a meter at 50% above the minimum charge. All commercial properties must have a water or sewer meter or a use analysis performed by the town's engineer.

Dated: April 9, 2021
B. Scott Kuhnly
First Selectman

**TOWN OF GRANBY
BOARD OF SELECTMEN
BUDGET WORKSHOP MINUTES
MARCH 11, 2021**

First Selectman B. Scott Kuhnly called the meeting to order at 6:00 p.m.

PRESENT: First Selectman B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Ed Ohannessian and Town Manager John D. Ward

Also present: Kimi Cheng, Administration Finance Officer, Mike Guarco, Chairman Board of Finance and Frederick Moffa.

First Selectman Kuhnly opened the meeting and explained the process for the Workshop. The Department head will provide their budget presentation; the Board of Selectmen will then have the opportunity to ask questions, followed by the Board of Finance

Kimi Cheng presented the General Administration budget. The Community Development budget was separated from the General Administration for FY22 and will be presented later. There are three full-time employees under General Administration: the Town Manager, an Executive Assistant and an Administrative Assistant. K. Cheng highlighted the IT Operations line item of \$41,500 which includes an increase of \$16,500. Actual IT expenses last year were over \$50,000. However, the FY22 budgeted amount of \$41,500 was the maximum that could be allocated to that line item this year. J. Ward stated he was unable to merge I.T. Operations for FY22.

There is no change to the Legal Services budget which includes Town Counsel and labor attorney fees. J. Ward reported there is one lawsuit with by CIRMA Insurance; however there will be no litigation. M. Neumann inquired about the labor contract and it was noted there is sufficient funds for the remainder of this year.

Fringe Benefits include health insurance, life insurance, pension and ICMA, long-term disability, payroll taxes, and incentive plan. There is a 4.2% increase for health insurance as recommended by the Employee Health Benefits Fund Advisory Committee. Health Insurance expense also includes the Town portion of FY21 OPEB Actuarial Determined Contribution of \$89,051. The Town contribution for pension increased from \$357,154 to \$410,00 for FY22.

The contribution to the Regional Probate Court Office in Simsbury is based on town per capita and increased by \$532 for FY22. The court also added a small building improvement of \$3,000 to their budget.

The Contingency and Reserve budget shows a significant decrease of \$70,000 regular payroll and an \$87,000 increase in miscellaneous expense. The miscellaneous expense includes \$32,000 for the Goman & York broker fee, \$20,000 for the demolition cost for a tax foreclosure at 62 Lakeside Drive and \$35,000 for other miscellaneous.

The contribution to Tri-Town Cable increased for FY22. The fees cover the recording of the following boards and commissions: Board of Selectmen, Board of Finance, Planning & Zoning Commission, Inland Wetlands and Watercourses Commission and Zoning Board of Appeals.

The Finance Department is responsible for all aspects of financial activities in the Town including preparation of the annual audit, budget development and management, preparation of

BOS MINUTES

3/11/21

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the Monthly Budget Operations Summary to the Board of Selectmen and Board of Finance, banking and investments, cash flow control, bond issuance and debt administration. The department consists of the Administration Finance Officer, a Fiscal Clerk and an Account Clerk. There is an increase in the PO and Invoice line item for the purchase of payroll checks and an increase in staff training for new hires. FY22 is also the last year of the \$45,000 negotiated audit fee.

The insurance budget increased by 2.4% for liability and 3% for workers compensation. The Business Package line item includes new insurance policies totaling \$9,500 and the drug testing for police officers required by the Police Accountability Act.

Town Clerk Karen Hazen reviewed the duties and responsibilities of the Town Clerks Office, including but not limited to maintaining and providing access to public records; recording, indexing and preserving municipal land records; filing and maintaining survey and subdivision maps; registering and maintaining original birth, marriage and death records; issuing marriage licenses, sport licenses and liquor permits; preparing and issuing absentee ballots for all elections, primaries and referendums; issuing dog licenses, maintaining Town Justice of the Peace positions; maintain agendas and minutes for all Boards and Commissions; file and maintain military discharge papers; administer oath of office to local elected and appointed officials; prepare the list of offices and candidates for upcoming elections; prepare the ballot. Measures of Activity remain fairly consistent except for the fluctuation of the absentee ballots issued. Full time and part time payroll increased slightly. Supplies and Services show a slight decrease in election and office supplies, as well as a slight increase for a State conference. The overall budget increase is 0.64%

Registrar of Voters Laura Wolfe reviewed Elections and Election Administration. The Registrar's Office maintains the voter registry, provides ballot access to Election Officials and administers all election and audit events for the Town. The 2020 election went smoothly as a result of the hard work of staff and many partners, despite the challenges of the 2020 pandemic. It was a record year with the largest voter registry of 8,387, the largest number absentee votes of 2,919 and the largest number of votes on Election Day of 7,441. Although over \$12,000 in grant money was accessed, the department's greatest resource was the over 200 volunteers that assisted with many aspects of the election process. L. Wolfe requested an increase payroll to include the deputies and assistants. After an extremely busy summer with the Presidential Primary, the hours of the deputies and assistants in October had to be severely restricted in October in order to stay within budget. This was a hardship the department hopes to avoid in the future. It was noted the registrars are fiscally conservative and are willing once again to have a budget that presumes volunteers will serve at the polls. L. Wolfe strongly recommends adding money to the Registrars budget to cover the full cost of Elections, and any unforeseen expenses, to ensure the Town of Granby has fair and secure Elections.

Collector of Revenue Lauren Stuck reported there is little change in the department budget. This year the Town partnered with Liberty Bank for lockbox services to process mail. As a result of COVID, the office was not open to the public and the part-time clerk was willing to cut her hours which reduced payroll expense. The Liberty Bank lockbox took in \$7 million in payments and \$14 million in payments was processed in the office.

Assessor Sue Altieri reported her department has two employees that are required by Connecticut General Statutes to be State Certified in order to perform their duties and

BOS MINUTES

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responsibilities. They are also required to maintain their certification with continuing education courses. The department is responsible to discover, list and value all taxable real estate, motor vehicles and personal property in the town according to State Statutes and Appraisal Practices. In addition, they value all non-taxable real estate in town and apply various exemptions mandated by the Connecticut State Statutes and local ordinances to compile the Net Grand List. It is this figure, coupled with local, state and federal revenue, which is used to compute the local tax/mill rate. The net taxable Grand List for 2020 allows for more than \$41 million in taxes generated/collected. Over \$15,000,000 was added to the 2020 Grand List, resulting in \$594,000 in additional taxes. A total of 5,000 parcels of real estate were valued, 11,700 motor vehicles and 400 personal property accounts (machinery and equipment, furniture and fixtures, etc.). The assessors also transfer and legally update all property ownership and verify sales as well as oversee the Board of Assessment Appeals, building permits and new construction. They complete state required filings in a timely manner and a state mandated revaluation is conducted every five years.

Director of Community Development Abigail Kenyon reported her department administers the Town's Land Use Process; staffs the Planning and Zoning Commission, Development Commission, and Zoning Board of Appeals; aids other Boards, Commissions and Subcommittees as needed; supervises the Town's Consulting Engineer, Wetlands Officer, GIS Consultants and other consultants as needed. The department administers the Town's Small Cities Program and assists and provides information to residents, developers, real estate and financial professionals, attorneys, and others.

The proposed increase to the FY22 Capital Budget is \$100,000. The budget includes \$143,000 for road construction on Case Street funded by the General Fund and \$90,000 from LoCIP and \$575,000 for road overlays funded by the General Fund and \$257,870 from TAR. Capital Equipment includes \$90,000 for the replacement of Police/Administration vehicles; \$26,500 for Police Equipment; \$13,500 to purchase crowd management protective equipment; \$23,500 to purchase Police Body Cameras; and \$319,077 in lease payments. Other items of note in the Capital Budget include: \$515,754 for education related leases; and \$484,246 in Other, both funded by the General Fund. Other projects funded by the General Fund are Property Valuation at \$75,000. Public Facilities and RE-Roofing Projects of \$139,000 are funded by General Fund, Recreation Fund and Capital Fund Balance.

Debt Services: One of the 2006 Bonds was paid off and closed in FY21, which contributed to the decrease in the FY22 budget.

Revenue from the Dog Fund does not cover payroll for the Police Department Animal Control Officer. Increasing the fund by an additional \$5,000 was recommended for FY22.

A surplus is projected in the Sewer Fund which will be returned to the fund balance.

It was noted that Solid Waste Fund budget includes all the projects such as tree cutting, which used to be additional appropriation requests during the year.

Proposed FY22 Revenue is \$8,339,882.

It was noted the Town Clerk and Building Department had significant increases in Proposed Fees for FY22. The Board of Selectmen and Board of Finance strongly suggested they should be more conservative and remain the same as FY21.

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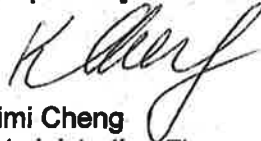
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Short-term investments are down as a result of the current interest rates.

K. Cheng will make any necessary changes to the budget book based on these discussions. Copies of updated pages will be made available to the Board of Selectmen prior to the next meeting. Any further changes will be discussed at that meeting as well.

First Selectman Kuhnly closed the meeting at 7:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'K. Cheng', written over a horizontal line.

Kimi Cheng
Administration Finance Officer

**TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
MARCH 15, 2021
VIA ZOOM**

The regular meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann, Edward Ohannessian, Kimi Cheng, Administration Finance Officer

I. PLEDGE OF ALLEGIANCE

II. PUBLIC SESSION

No public addressed the Board

III. MINUTES

ON A MOTION by Selectman Neumann seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to approve the minutes of the regular meeting of March 1, 2021.

ON A MOTION by Selectman Neumann, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to approve the minutes of the Budget Workshop meeting of March 4, 2021.

ON A MOTION by Selectman Ohannessian, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to approve the minutes of the Budget Workshop meeting of March 8, 2021.

IV. UNFINISHED OR TABLED BUSINESS

No unfinished or tabled business was before the Board

V. BUSINESS

A. Resignations and Appointments to be Considered

Vacancies: Conservation Commission (1)

M. Neumann noted the agenda incorrectly stated there were two vacancies for the Conservation Commission and it should be one.

B. Consideration of Recreational and Leisure Services Summer Concert Series in Partnership With Rider Productions – Hosting of Event and Approval of Alcohol Use

On behalf of the Recreation and Leisure Services, Kristine Vincent is requesting permission to host the Beats & Brews Summer Concert Series at Salmon Brook Park on the following dates:

- Saturdays, July 3, 10, 17, 24, 31, August 7
- Rain Dates: July 4, 11, 18, 25, August 1, 8

The entire park would not be host to any other structured/scheduled activities during the event time which is 3:30 p.m. to 8:30 p.m. Also requested by K. Vincent is a general overall use of alcohol provided by Hooker Brewery during the festival from 3:30 p.m. to 8:30 p.m. in accordance with state law and the ordinance authorizing Promulgation of Rules and Regulations of Parks.

K. Vincent is taking the necessary steps to ensure that all state laws relating to the sale or consumption of alcoholic beverages will be strictly adhered to. The event will comply with all State of Connecticut COVID-19 regulations to provide a safe and comfortable environment. It was noted this event will be a ticketed event through Rider Productions.

Sally Rider from Rider Productions indicated their organization takes on all liability, managing vendors and security to ensure it will be a safe environment. The town will receive 15% of the revenue.

The park will not be closed but there will not be other scheduled events. This motion is to approve the event and use of alcohol.

ON A MOTION: by Selectman King, seconded by Selectman Neumann, the Board of Selectmen voted unanimously (5-0-0) to authorize the Department of Recreation and Leisure Services to enter into an agreement with Rider Productions to put on the Sounds of Summer Concert Series and for general overall use of alcohol during the festival from 3:30 p.m. to 8:30 p.m. in accordance with state and land and the ordinance authorizing Promulgation of Rules and Regulations of Parks and following all State of Connecticut COVID-19 guidelines relating to the operation of outdoor events.

C. Consideration of Approval for Budget 2021-22

Kimi Cheng, Administration Finance Officer read the proposed resolution with a correction to the Revenue Budget. Local Departmental Revenues was changed to \$605,002 bringing the total to \$8,234,882. This change occurred due to the recent notification from East Granby announcing their cancellation of dispatch services of \$15,000.

ON A MOTION by First Selectman Kuhnly, seconded by Selectman King, the Board voted (4-1-0) to adopt the following resolution for the 2021-22 Municipal Budget to the Board of Finance. Selectmen Ballard voted no.

WHEREAS, the Board of Selectmen is required to present a budget to the Board of Finance for the 2021-2022 Fiscal Year; and,

WHEREAS, the various revenues are included in the budget to offset expenditures including Intergovernmental and Local Revenues; and,

WHEREAS, following a review of the proposed Town Manager's Budget, the 2021-2022 Board of Selectmen budget is recommended at \$15,529,704; and,

WHEREAS, the Selectmen's proposed budget meets the Guideline budget to reflect a 2.52% increase over the 2020-2021 Town Budget of \$11,738,716.

NOW THEREFORE BE IT RESOLVED that the Board of Selectmen forward a proposed 2021-22 Revenue Budget to the Board of Finance consisting of the following items that were read previously: the General Fund Revenues totaling \$8,234,882; General Fund Expenditures totaling \$15,529,704; and that the Board of Selectmen forward the proposed 2021-22 Other Funds budget to the Board of Finance, along with a 2022-31 Capital Improvement Program.

Selectman Ohannessian noted it appears all the changes requested at the previous meeting were made and verified by K. Cheng. The Town Clerk Fees and the Building fees are back to last year's numbers on the revenue side for a zero increase.

K. Cheng noted Local Departmental Revenues will be \$15,000 less. East Granby forwarded notification they are canceling their dispatch services with the town. As a result, Local Departmental Revenues will change from \$620,002 to \$605,002. The total General Fund Revenues will now be \$8,234,882.

Board of Finance Chairman Guarco made suggestions in regard to transferring funds from the General Fund to the OPEB Trust Fund (health insurance offered to retirees). He noted it makes sense to move some of the money from the General Fund, which sits in a cash-like instrument and earns very little, to a Trust Fund which will earn significantly more. He suggested moving \$2M into an OPEB Trust Fund in fiscal year 2021-22. He suggested the Selectmen ask for the transfer which will then go to the Board of Finance. The transfer will move the money out of the Operating Budget for the next few years. The money will earn more and will benefit the budget in the upcoming years as it will help to keep the mill rate lower in FY23 and FY24 than currently anticipated.

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted (4-1-0) to move \$2 million dollars from the General Fund to OPEB Trust Fund with the FY2021-22 Budget. Selectmen Ballard objected to consideration of the motion.

There was a general discussion regarding an explanation of OPEB and how moving money to a Trust Fund would be a better use of resources. The fund is used for both Town and BOE retiree's health insurance. This year, the BOE budgeted their portion of the OPEB contributions. M. Neumann noted the fund has been a liability on the books for some time and feels it is a wise use of resources to catch up on the funding.

The town will vote on this as a part of the budget and it will be part of the presentation at the Board of Finance Public Hearing.

VI. TOWN MANAGER REPORTS

A. Budget Operations – February 2021

K. Cheng reviewed February Tax collections at 101%. Auto supplements are at 104%. There was question why Education Cost Sharing is at 50% and there are only three scheduled payments, October, January and April. October and January are 25% each and April is the balance at 50%. General Fund Revenues are at 94% and General Fund expenses are at 72%. Nothing is over budget.

B. Department Management Notes

Management notes included for review.

VII. FIRST SELECTMAN REPORTS (B. Scott Kuhnly)

First Selectman Kuhnly suggested residents to contact their Senators and Representatives about a possible state property tax (bill #171) which would be a 1% mill rate for homes over \$300,000 that would be equal to a \$300 state tax on property. None of that would go to the town.

VIII. SELECTMAN REPORTS (Sally King, Vice Chairman; Glenn Ballard, Mark Neumann, Edward Ohannessian)

No reports

IX. ADJOURNMENT

ON A MOTION by Selectman King, seconded by Selectman Ohannessian, the Board voted unanimously (5-0-0) to adjourn the meeting at 8:02 p.m.

Respectfully submitted,



Kimi Cheng
Administration Finance Officer

**TOWN OF GRANBY
BOARD OF SELECTMEN
SPECIAL MEETING
MARCH 22, 2021**

The special meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann

ABSENT: Edward Ohannessian

ALSO PRESENT: Kimi Cheng, Administration Finance Officer, Mike Guarco, Board of Finance Chairman and Alfred Wilke, Board of Finance

I. PLEDGE OF ALLEGIANCE

Before the Pledge of Allegiance, a moment of silence was observed in honor of Town Manager John Ward who passed away on March 17, 2021.

II. PUBLIC SESSION

Nelson Toussaint, 279 Granville Road, North Granby spoke against the proposed motion to transfer funds from the General Fund to the OPEB Trust Fund. Mr. Toussaint recommended the funds be used to reduce taxes for town residents.

David Schupp, 64 Higley Road, West Granby spoke in favor of the proposed motion to transfer funds from the General Fund to the OPEB Trust Fund. Mr. Schupp feels moving the money to a fund that can earn more interest for the town would be a significant advantage and will be a benefit to the taxpayers.

Jenny Emery, 71 Loomis Street, North Granby spoke in favor of the proposed motion to transfer funds from the General Fund to the OPEB Trust Fund. Ms. Emery strongly supports the move to advance pay some of the OPEB obligations and that it is a win for taxpayers.

Bill Glueck, 18 Barkhamsted Road, West Granby commented on the motion to transfer funds from the General Fund to the OPEB Trust Fund. Mr. Glueck agreed with the previous comments; however he feels there is not enough information to make a decision and the issue should be tabled until more information is shared. Mr. Glueck also shared the COVID-19 relief funding amounts that may be available to Granby.

III. BUSINESS

A. Consideration of Transfer from General Fund to OPEB Trust Fund as part of the FY22 Budget Proposal

Mike Guarco, Chairman of the Board of Finance, provided the board with the 2019 OPEB Valuation Report from the actuarial consultant and background on the fund. M. Guarco recommends the transfer of \$2M from the General Fund to the OPEB Trust Fund as part of the FY22 budget. Funds in the General Fund must be in a cash or cash-like instrument and earn less than 1% in interest. By moving the \$2M to the OPEB Trust Fund, it could earn as much as 4-6% and cover the OPEB funding for several years. The Chairman described the process as moving money from one pocket to the other. The Board of Finance consulted the town actuaries and agreed

this is a positive decision for the town and will benefit the taxpayers by keeping the taxes and the mill rate down.

Selectman Neumann added that the OPEB liability will grow as healthcare costs increase and the investment is a means to mitigate the OPEB expense. Selectman Neumann is in favor of the transfer.

Selectman King is in favor of the transfer to prepay the expenses and affect the budget in future years thus providing a relief to taxpayers. S. King added there is less opportunity to earn money on funds in the General Fund.

Selectman Ballard is against the transfer and had several questions for M. Guarco and the board. G. Ballard does not regard the transfer as an investment since the funds will be used to pay OPEB expenses and does not feel the investment income is significant enough to move the funds. He cited numbers in the budget book and CAFR that, in his opinion do not add up.

M. Guarco responded to Selectman Ballard's concerns explaining that there is money in the reserves and this is a sound investment for the town. The investment would result in reducing the operating expenses going forward.

Administration Finance Officer K. Cheng provided additional clarification on the process explaining that the \$2M contribution would in fact be adding to the OPEB fund. Claims are paid out of the Self Insurance Fund, not the OPEB Fund.

Board of Finance member Alfred Wilke added Granby is extremely well managed and the boards work well together. A. Wilke urged the board to consider where the town is going and to invest in the future.

Selectman Ballard stated that he would not be able to look his neighbors in the eye if he supported the transfer and reiterated his two main points to the board: 1. the transfer is a prepayment of expenses, not a long-term investment; 2. there is no guarantee that this will work as planned and the hole in the budget may be filled by another expense in the future due to other circumstances. He also added that he would recommend hard spending guidelines to look at what is actually spent. He also reiterated his request to perform a study to identify where departmental expenses can be reduced. G. Ballard believes there is an opportunity to save as much as \$500,000.

Selectman Neumann conveyed his strong support of the motion, stating that the OPEB liability is on the books and the town owes the money to former employees according to contracts. M. Neumann believes it is prudent to pay into the fund now and invest the balance.

First Selectman Kuhnly reiterated his reasons for supporting the motion to transfer the funds from the General Fund to the OPEB Trust Fund. In a time when the board or a department has to work to find \$5,000, it makes sense to move funds that are earning less than 1% to a financial instrument that may earn as much as 6%.

Selectman Ballard questioned the town charter and the voting process if the transfer is included in the FY22 budget. M. Guarco responded that if the motion is passed, the transfer will be part of the budget and does not require a separate vote.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted (3-1-0) to approve the transfer from the General Fund to the OPEB Trust Fund as part of the FY22 Budget Proposal. Selectman Ballard voted no.

B. Executive Session: Pursuant to Connecticut General Statutes 1-200(2), the Board of Selectmen move to go into Executive Session to discuss a personnel matter.

IV. ADJOURNMENT

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted unanimously (4-0-0) to recess the meeting at 8:02 p.m.

CLOSED SESSION

First Selectman Kuhnly called the Executive Session of the Board of Selectmen to order at 8:02 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King and Mark Neumann

The purpose of the Executive Session was to discuss a personnel matter.

First Selectman Kuhnly closed Executive Session at 8:14 p.m.

ON A MOTION by Selectman Neumann, seconded by Selectman King, the Board voted unanimously (4-0-0) to adjourn the meeting at 8:15 p.m.

Respectfully submitted,


Kimi Cheng
Administration Finance Officer

**TOWN OF GRANBY
BOARD OF SELECTMEN
MINUTES
April 6, 2021 Special Meeting**

The special meeting of the Board of Selectmen was called to order by First Selectman B. Scott Kuhnly at 7:00 p.m.

PRESENT: B. Scott Kuhnly, Glenn Ballard, Sally King, Mark Neumann and Edward Ohannessian

ALSO PRESENT: Kimi Cheng, Administration Finance Officer, William F. Smith, Jr., Interim Town Manager

I. BUSINESS

A. Appointment of Town Manager

Selectman Ballard questioned the details of the agreement between the Town and Mr. Smith and requested a copy of the agreement to review before voting on the motion. Selectman Kuhnly shared that a copy would be available after the meeting however, the agreement was previously discussed in executive session. G. Ballard referenced the town charter and that the First Selectman does not have the authority to appoint the Interim Town Manager before the Board of Selectman vote on the agreement. S. Kuhnly explained that the circumstances are different in this case and the town attorney agreed. G. Ballard would not vote to approve the contract since the Board did not have the opportunity to review and approve the draft agreement.

ON A MOTION by Selectman King, seconded by Selectman Neumann, the Board voted (4-1-0) to ratify and approve the agreement dated 3/29/21 between the Town of Granby and William F. Smith, Jr. pursuant to which Mr. Smith will serve as the interim town manager. Selectman Ballard voted no.

B. Information and Update on Proposed FY21-22 Budget

Interim Town Manager William F. Smith, Jr. provided an update on the approval requirements for the 2022 Budget. It has been determined the Town will be required to hold a Public Hearing on April 12, 2021 followed by a referendum machine vote on April 26, 2021 unless otherwise specified. In the event the Governor eliminates this process, notifications to the public will be made.

IV. ADJOURNMENT

ON A MOTION by Selectman Ohannessian, seconded by Selectman Neumann, the Board voted unanimously (5-0-0) to recess the meeting at 7:09 p.m.

Respectfully submitted,


Betsy Mazzotta
Recording Secretary

TOWN OF GRANBY

MEMORANDUM

DATE: April 19, 2021

TO: Board of Selectmen

FROM: William F. Smith, Jr., Town Manager

REGARDING: V. BUSINESS - ITEM B

Presentation Regarding Radio Communications

The Town currently has an outstanding Request for Quote for a Radio Consultant to assist in the process required to obtain a new radio system for the town. Lost Acres Fire Department Chief John Horr, Jr. will be at the meeting to discuss the process involved as well as the need for a new system.

.....
TOG Radio
System
Committee

April 19, 2021



TOG Emergency Communication Needs

Provide effective radio communications for all first responder needs

- 24 hrs. a day / 7 days a week
- Regardless of:
 - Weather Conditions
 - Power Grid status
 - Cell phone / Land line status
- Be self-sufficient for 7 to 14 days during major emergencies
- >95% coverage with portable

Dispatch / 911 Center

Police

Ambulance

Fire

Public Works

Dispatch Center

Current Status



Built in 2000



Growth has exceeded current capacity



Parts availability decreasing



Incompatible with new equipment



Granby Police



Current Situation

Radio equipment >15 – 20 yrs. Old

Incompatible with newer systems

Poor coverage in areas of Granby

Poor coverage in buildings

Repeaters using >20-year-old land line network (copper)

Needs

Improved reliability

Compatibility with other organizations

TOG Emergency Communication Needs

Granby Ambulance

Current Situation

Radio equipment >15 – 20 yrs. Old

Incompatible with newer systems

Shared with other services (interference)

Poor coverage in many locations (CT and MA Hospitals, 3 towns)

Needs

2020 Call Volume: 1837 (increasing)

MA and CT Hospitals coverage

Granby, East Granby and East Hartland area coverage

TOG Emergency Communication Needs

Lost Acres FD



Current Situation

Mobiles and Tower: >30 yrs. old

Portables: >20 yrs. Old

No new equipment available

Parts not available for existing equipment

Base unit is combination of several radios

Not compatible with others

Needs

New frequency – FCC license in process

Compatibility with mutual aid towns

Equipment that allows upgrades and improvements

Enhanced CAD capabilities

TOG Emergency Communication Needs

Public Works



Current Situation

Radio Repeater >30 yrs. Old

Portable / Mobiles >20 yrs.

Poor coverage in parts of TOG – mobile

Portable coverage is worse

Needs

Mobile communications when operating in adjacent towns: East Granby, Simsbury, East Hartland

Separate channel for traffic control

TOG Emergency Communication Needs

Radio Committee Charter

1. Hire a technical consultant to advise/assist the Radio Committee
 - Request For Quote published – bids due May 7
2. Perform existing systems analysis and needs assessment
3. Review existing technologies/options
4. Develop bid specification(s), publish and evaluate bidder responses for potential solutions.
5. Provide Recommendation(s) and cost(s) to implement.
 - In time for 2022 – 2023 TOG Budget submittal
6. Monitor the installation and testing of the selected new systems and ensure the installer and equipment meets all the specified performance criteria.
7. Provide periodic updates throughout the process to the BOS.



TOG Radio Committee

Town Manager – Bill Smith

Chief of Police – Carl Rosensweig

Granby Ambulance – Chris Gordon

Public Works – Kirk Severance

Chief of Lost Acres FD – John Horr Jr. (Chairman)

Backup

TOWN OF GRANBY

MEMORANDUM

DATE: April 19, 2021

TO: Board of Selectmen

FROM: William F. Smith, Jr., Town Manager

REGARDING: V. BUSINESS - ITEM C

Consideration of Resolution for Board of Education Grant Application

The Board of Education (BOE) requests the Board of Selectmen (BOS) consider the attached resolution regarding the Grant Application for Phase I of Alterations at Granby Memorial High School. A BOE member will provide an overview for the Selectmen. If agreed, the BOS should vote to approve.

Enc.

TOWN of Granby LETTERHEAD

The Board of Selectman for the Town of Granby passed the following resolution at the

APRIL 19, 2021

Board of Selectman meeting

**RESOLUTION FOR BOARD OF EDUCATION GRANT APPLICATION FOR
PHASE 1: ALTERATIONS AT GRANBY MEMORIAL HIGH SCHOOL THAT
INCLUDES THE CONSTRUCTION OF A KITCHEN AND RECONFIGURATION
OF THE CAFETERIA, CHORAL AND INSTRUMENT AREAS AND THE ROOF AT
GRANBY MEMORIAL HIGH SCHOOL**

- (1) **RESOLVED**, that the Town of Granby Board of Selectman authorizes the Granby Board of Education to apply to the Office of School Construction and Grants and to accept or reject a grant for phase 1: alterations at Granby Memorial High School that includes the constructions of a kitchen and reconfiguration of the cafeteria, choral and instrument areas as well as the Granby Memorial High School Roof.
- (2) **RESOLVED**, that the School Project Building Committee is hereby established as the building committee with regard to phase 1: alterations at Granby Memorial High School that includes the constructions of a kitchen and reconfiguration of the cafeteria, choral and instrument areas as well as the Granby Memorial High School Roof.
- (3) **RESOLVED**, that the Town of Granby Board of Selectman hereby authorizes at least the preparation of schematic drawings and outline specifications for phase 1: alterations at Granby Memorial High School that includes the constructions of a kitchen and reconfiguration of the cafeteria, choral and instrument areas as well as the Granby Memorial High School Roof.

Karen I. Hazen, Town Clerk

Date _____

TOWN OF GRANBY

MEMORANDUM

DATE: April 19, 2021

TO: Board of Selectmen

FROM: William F. Smith, Town Manager



REGARDING: V. BUSINESS - ITEM D

Consideration of Granby Water Pollution Control Authority (GWPCA) Setting
Sewer Use Rates for 2021-22

Each year the Granby Water Pollution Control Authority must assess users for the cost of sewer use. These user costs cannot be passed on to general taxpayers.

A public hearing notice was published for tonight's meeting held at 6:45 p.m. The Board should recess their Board of Selectmen meeting and sit as the GWPCA and should move to approve setting the sewer use rates for 2021-22.

Based on estimates needed for the year and our meter readings, I have determined that we should charge residential users a minimum of \$220.00 for average gallons (55,000 gpy) used per year and \$308.00 per year for commercial/industrial users (100,000 gpy). For all gallon usage (residential and commercial/industrial) above the minimum rate, it is recommended to be charged \$.0065 per gallon. This is a 10% increase in the base rate and there is no increase in the per gallon overage charge.

This would be the first rate increase since 2016.

A motion to approve the rates for 2021-22 should be made by the GWPCA.


pc: Lauren Stuck, Collector of Revenue

TOWN OF GRANBY

MEMORANDUM

DATE: April 19, 2021

TO: Board of Selectmen

FROM: William F. Smith Jr., Town Manager 

REGARDING: V. BUSINESS - ITEM E

Consideration of Resolution and Compliance Statement Supporting Fair Housing

As a recipient of Small Cities, Community Development Block Grant funding, it is a Connecticut Department of Housing Program requirement that Granby actively evidence its commitment to and take specific actions to support the principles and practices of Fair Housing and Equal Opportunity.

As background information, the town received its first Small Cities Funding Grant in 1990 and has been participating ever since. April is designated as Fair Housing Month and as such, is an ideal time for the Town of Granby to reaffirm its commitment to Fair Housing and Equal Opportunity. The Granby Office of Community Development will be undertaking a variety of measures to demonstrate such commitment and asks that the Board of Selectmen adopt the following Resolution, Statements, and Policies to further demonstrate the town's overall commitment to Fair Housing and Equal Opportunity.

In an effort to reaffirm the town's commitment to fair housing and equal opportunity, I recommend that the Board of Selectmen re-adopt the following Fair Housing Resolution, Fair Housing Policy Statement, and Compliance with Title VI of the Civil Rights Act of 1964, as shown below:

FAIR HOUSING RESOLUTION

WHEREAS, all persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, creed, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful course of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing relate opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, the **Town of Granby** is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice,

NOW THEREFORE, BE IT RESOLVED, that the **Town of Granby** hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, and obtain financing and enjoy all other housing-related services of their choise on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, that the Town Manager of the **Town of Granby** or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of illegal discriminatory housing practices in the **Town of Granby** and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organization to protect his or her right to equal housing oppotnities.

Encs.: Fair Housing Policy Statement
Compliance with Title VI of the Civil Rights Act of 1964
Affirmative Action Policy Statement
Municipal Grievance Procedure
ADA Notice

pc: Abigail Kenyon

Fair Housing Policy Statement

It is the policy of the Town of Granby to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by the Town of Granby must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Granby or any of sub-recipient of the Town of Granby will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Granby.

The Municipality's Department of Community Development is responsible for the enforcement and implementation of this policy. The Director of Community Development, Abigail St. Peter Kenyon, may be reached at (860) 844-5319 or akenyon@granby-ct.gov.

Complaints pertaining to discrimination in any program funded or administered by the Town of Granby may be filed with Department of Community Development. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of Granby employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Granby.

Date

William F. Smith Jr., Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Abigail St. Peter Kenyon, 15 North Granby Road, Granby, CT 06035, (860) 844-5319.

Compliance with Title VI of the Civil Rights Act of 1964

The Town of Granby does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of Granby seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Granby Fair Housing Plan and is fully implemented to ensure compliance by the Town of Granby as the recipient, and by sub- recipients. The cooperation of all personnel is required.

William F. Smith Jr., Town Manager

Date

Affirmative Action Policy Statement

As Interim Town Manager of the Town of Granby, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of Granby's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of Granby will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of Granby will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of Granby will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of Granby to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training, upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of Granby will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1), definition of Physically Disabled (46a-51 (15), definition of Mentally Retarded (46a-51 (13), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of Granby employees and will also be posted throughout the Town of Granby. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of Granby will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Abigail St. Peter Kenyon, Director of Community Development, (860) 844-5319, akenyon@granby-ct.gov.

Date

William F. Smith Jr., Town Manager

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING (860) 844-5318.

Municipal Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs or benefits by the Town of Granby.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Joel Skilton
(860) 844-5318
15 North Granby Road, Granby, CT 06035

Within 15 calendar days after receipt of the complaint, Joel Skilton will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting Joel Skilton will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain the position of Town of Granby and offer options for substantive resolution of the complaint.

If the response by Town of Granby does not satisfactorily resolve the issue, the complaint and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the mayor or his or her designee.

Within 15 calendar days after receipt of the appeal, the mayor or his or her designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the mayor or his or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Joel Skilton, appeals to the mayor or his or her designee, and responses from the ADA coordinator and mayor or his or her designee will be kept by Joel Skilton for at least three years.

Date

William F. Smith Jr., Town Manager

ADA Notice

The Town of Granby does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Granby does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Town of Granby's designated ADA Compliance Coordinator.

Name: Joel Skilton

Title: ADA Compliance Coordinator

Office Address: 15 North Granby Road, Granby, CT 06035

Phone Number: (860) 844-5318

Email Address: jskilton@townofgranby-ct.gov

Days/Hours Available: 8:00 AM to 4:00 PM Monday, Tuesday and Wednesday; 8:00 AM to 6:00 PM Thursday; and 8:00 AM to 12:30 PM Friday.

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Granby are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available upon request in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

Date

William F. Smith Jr., Town Manager

TOWN OF GRANBY

MEMORANDUM

DATE: April 19, 2021

TO: Board of Selectmen

FROM: William F. Smith, Jr., Town Manager 

REGARDING: V. BUSINESS - ITEM F

Consideration of Town Manager Selection Process

An outline of the Selection Process for a new Town Manager is attached for the Board's consideration. It would be appreciated if the Board of Selectmen could vote to agree on the process.

Enc.

TOWN MANAGER SELECTION PROCESS

As part of the process involved in a search for Granby Town Manager, I have put together the following outline for the Board to review. While changes can be made, I would suggest that the Board agree with the concepts in order to begin the search process as soon as possible.

- 1) I believe it would not be advantageous to engage a consultant. The cost would be around \$20,000+ and it would also put time constraints on the Board and staff.

My suggestion is to establish an administrative search committee who would consist of five or six members: The First Selectman, one other member from the Board of Selectmen (BOS), the interim Granby Town Manager, one or two local government administrative officers selected by the Interim Town Manager and possibly a Granby citizen at-large selected by the BOS.

The Interim Town Manager will employ a part-time person who will assist the committee in the recruitment process. This will alleviate town staff from the work involved in connecting with potential applicants for the position.

- 2) Advertising for the position will involve solicitation to the Connecticut Town and City Manager's Association, the Connecticut Conference of Municipalities, the International City/County Managers Association (ICMA), the Massachusetts Managers Association along with other New England associations, etc.
- 3) Once applications have been received the committee will meet to screen applicants. The top 4/5 applications will be given to the BOS for further review. The BOS will then establish interviews and make a selection.
- 4) It is expected that the new Manager would be appointed this summer.

Enclosed for the Board's information is a copy of The GRANBY TOWN MANAGER position description and a copy of the Department Details.

Below are some thoughts I developed on highlights for the Board to consider during their selection process interviews:

- Focus on the Managers position description
- Look into Town goals for the next one to two years
- Consider and give attention to maintaining and enhancing relationships within the community, the region and the State
- Focus upon long range goal setting 5 plus years (capital items and other changes that might take place)
- Consider trends that may occur within the Town and the region
- Question how the candidate might expect to share useful information with the staff, Town Boards and committees

TOWN OF GRANBY

TOWN MANGER

NATURE OF WORK

The Town Manager is the Chief Executive Officer and highest administrative position of the town government, with responsibility for the operations, policies and financial affairs of town departments, offices and agencies. In those instances where the Charter has assigned administrative authority to other officials, the Town Manager still retains responsibility for financial control and support services. The Town Manager coordinates all departments, offices, agencies, and assures adherence to laws and Charter provisions and implementation of Board of Selectmen directives and policies. The Manager has Charter authority to appoint department heads and administrative authority is exercised through them. The Manager is appointed and serves at the discretion of the Board as provided in the Charter, and while exercising administrative judgment in the administration of municipal affairs, is accountable to and subject to review by the Board.

ILLUSTRATIVE EXAMPLES OF WORK

Prepares the annual town operating and capital budgets for submission to the Board; reviews budget components with various department officials and makes appropriate modifications.

Submits the proposed town budget to the Board, answers questions and defends challenged items and makes directed alterations.

Implements the approved budget; reviews and approves or denies transfer requests; directs and participates in securing federal and state funds and other alternate sources of revenue.

Appoints and evaluates the performance of department heads.

Directs negotiation of employee association contracts and the adherence to and administration of contract provisions by town executives and the administration of the town personnel system, including all appointments through designated officers.

Collaborates with town executives to provide required direction and coordination to obtain comments and suggestions relative to town programs, operations, plans and policies.

Develops long and short-term goals for town operations, finances, services and organization; submits those requiring approval to the Board and oversees and participates in implementation, making modifications as circumstances require.

Attends meetings of the Board and its committees, as well as other boards and commissions as necessary to present information, opinions and suggestions, to answer questions, to discuss programs and problems and to obtain policy guidance and direction. Implements Board policies and directives; carries out special assignments and conducts studies as directed by the Board.

Maintains liaisons and conducts town affairs with other public jurisdictions, community organizations and companies doing business with the town.

Answers public inquiries and complaints; manages public and media relations; appears before civic groups to explain town programs and policies and keeps informed of community needs and preferences.

EDUCATION AND EXPERIENCE

Candidate shall have:

- A Master of Arts in Government or a Master's in Public Administration
- Three to five years' experience as a municipal manager
- A record of sustained successful performance in municipal management
- A demonstrated ability to interact effectively with elected officials, staff, citizens, news media and special interest groups
- Experience in labor negotiations and employee relations
- Experience and be professionally trained in public administration with recognition for successful implementation of municipal programs and in areas of general administration, such as finance administration, budgeting and capital programming, purchasing and bid procedures, public works, grant administration, community development, personnel administration, public relations, environmental protection, police administration, social services, education, and intergovernmental relations.

TOWN OF GRANBY

MEMORANDUM

DATE: April 19, 2021

TO: Board of Selectmen

FROM: William F. Smith Jr., Town Manager

REGARDING: V. BUSINESS – ITEM G

Consideration of Additional Parks and Recreation Fund Appropriation for 2021 Summer Programs

Background

Requesting support of the purchase of additional supplies and equipment for summer 2021 program operations consistent with COVID guidelines set forth by the CT Department of Public Health and the CT Office of Early Childhood Education. These funds are intended to be reimbursed by the American Rescue Plan Act to the Parks and Recreation Fund.

On behalf of Recreation and Leisure Services, Director Kristine Vincent requests permission to appropriate \$45,900 from the Parks and Recreation Fund.

- Pop Up Tents: \$1,250
- Additional Camp equipment & supplies: \$1,500
- Cleaning supplies: 1,000
- Additional Port-o-Potty's & cleanings: \$3,500
- Waterfront Buoys: \$250
- Larger Waterfront Raft: 16,000
- Additional Picnic Tables: \$6,500
- Portable Room Dividers: \$2,500
- Manikins: \$6,400
- Signage: \$500
- Additional Paddleboards, Lifejackets: \$4,000
- Additional Staff Hours for cleaning protocols: \$2,500

Since the COVID safety expenditures were not budgeted in the Fiscal Year 2020-21 Adopted Parks and Recreation Fund Budget, I am requesting an additional appropriation from the Parks and Recreation Fund Balance in the amount of \$45,900.00 to fund the 2021 summer programs according to COVID safety guidelines. Then, when the Town receives the funds from the American Rescue Plan Act, the same amount will be reimbursed to Parks and Recreation Fund. There are sufficient funds in the Parks and Recreation Fund to cover this appropriation.

Pursuant to section 10-6(e) of the Granby Town Charter, I am forwarding the request to you for comment. The Board of Finance will then hear this request for comment as well.

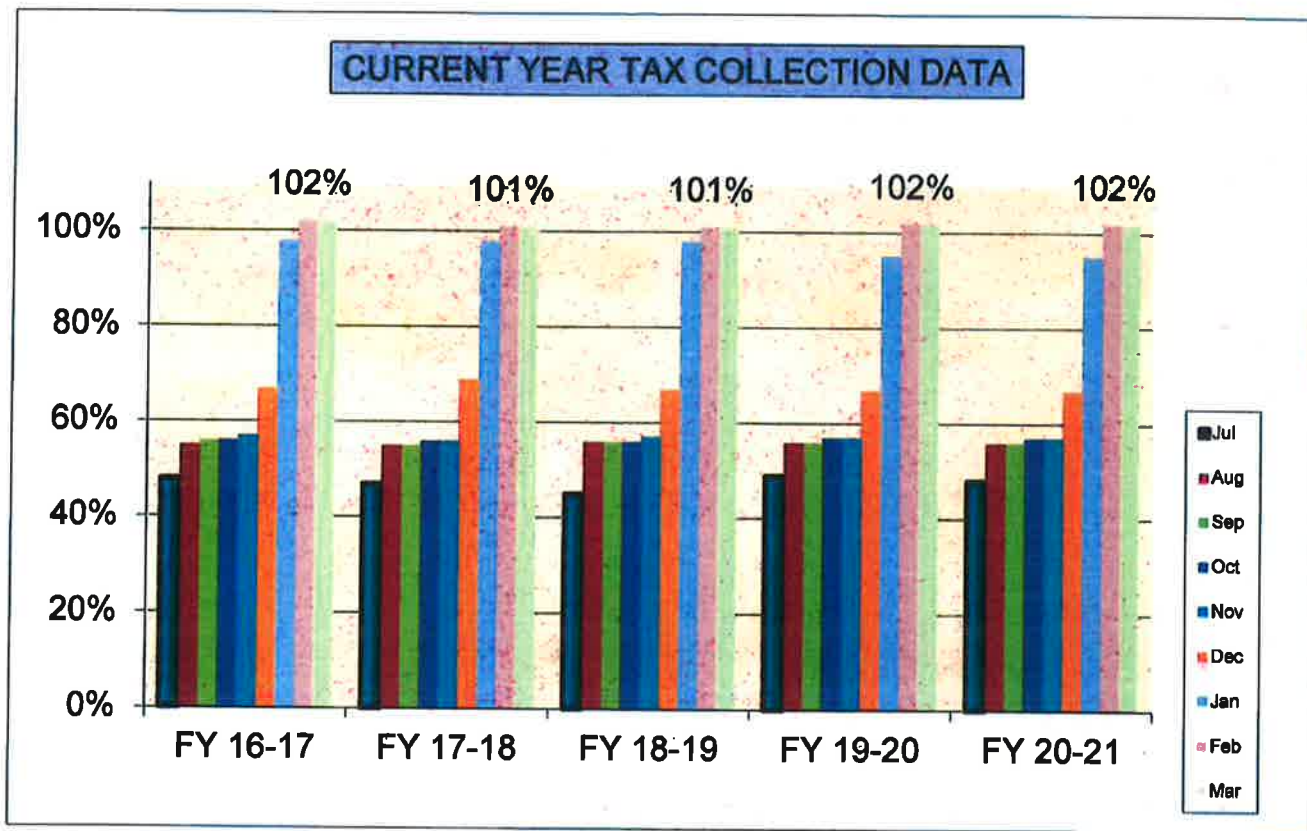
PROPOSED MOTION: THE BOARD OF SELECTMEN HEREBY AUTHORIZES AN ADDITIONAL APPROPRIATION \$ 45,900 FROM THE PARKS AND RECREATION FUND BALANCE TO FUND THE ADDITIONAL 2021 PARKS AND RECREATION SUMMER PROGRAMS COVID SAFETY RELATED EXPENDITURES AND FORWARDS THIS REQUEST TO THE BOARD OF FINANCE TO APPROVE.

WFS/kc&kv

cc: Kimi Cheng, Administration Finance Officer
Kristine Vincent, Director of Recreation and Leisure Services



**BUDGET OPERATIONS
MARCH 2021**



**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MARCH 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE (EXCESS)	% REC'D	REMARKS
41010 Current Year Taxes	38,931,847	38,635,097	(703,250)	102%	Pymts. Due - July & Jan.
41020 Prior Years Taxes	220,000	223,969	(3,969)	102%	
41040 Interest & Liens	120,000	100,972	19,028	84%	
41060 Auto Supplement	350,000	380,147	(30,147)	109%	Billed - December
Property Taxes	39,621,847	40,340,184	(718,337)	102%	
43170 Spec Ed / Excess	503,911	407,937	95,974	81%	Pymts. Due - Feb. 75% - June Bal.
43200 Educ Cost Sharing	5,278,314	2,639,158	2,639,156	50%	Pymts. Due - Oct. 25% - Jan. 25% - Apr. Bal.
43590 Tuition - Other Towns	1,013,848	307,385	706,464	30%	School Bills for Activity
State Education Total	6,796,073	3,354,480	3,441,594	49%	
43110 Veterans Exempt GT	3,000	3,272	(272)	109%	By Assessor Appl. In Aug but receive Pymt. In Dec.
43120 Misc - State	35,332	773	34,560	2%	Pymt. Due - June
43130 Telecommunications	14,000	15,867	(1,867)	113%	Pymt. Due - April
43310 State Owned Property	1,061	1,061	0	100%	Pymt. Due Oct.
43320 SS Dist Tax Relief	1,000	1,501	(501)	150%	Pymt. Due - Dec.
43340 E911 PSAP Grant	22,500	25,405	(2,905)	113%	Paid Qtrly. - Sept., Dec., Mar., & June (\$8,468.25/Qtr)
State Municipal Total	76,893	47,878	29,015	62%	
Intergovernmental Revenue	6,872,966	3,402,368	3,470,608	50%	
43615 Town Clerk Fees	200,000	283,260	(83,260)	142%	Statutory Collections
43620 Planning & Zoning	5,000	5,308	(308)	106%	Application Permit Fees
43630 Zoning Bd of Appeals	300	485	(185)	162%	Application Permit Fees
43640 Building Permits	150,000	184,573	(34,573)	123%	Building Permit Fees
43660 Inland Wetlands	2,000	2,726	(726)	136%	Permit/Appl. Fees
43670 Short Term Investments	80,000	59,496	20,505	74%	
43680 Rents	20,000	15,080	4,920	75%	Drummer, Freshies, School Rental
43690 Sale Maps & Ordinances	100	155	(55)	155%	
43700 Snow Plow & Grading	6,000	7,464	(1,464)	124%	Private Roads
43710 Photocopying	500	153	347	31%	
43715 Open Farm Day	2,500	0	2,500	0%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MARCH 2021**

DESCRIPTION	ADJUSTED BUDGET	REVENUE RECEIVED	BAL DUE (EXCESS)	% REC'D	REMARKS
43740 Dispatch Services	31,000	31,000	0	100%	Police Bill For Dispatch Services
43745 Hay Rentals	10,000	13,861	(3,861)	139%	Haying - \$10,000
43780 Library	8,000	1,088	6,912	14%	Book Fines, Trust Investment
43770 Contract - Bldg. Inspection	10,100	7,575	2,525	75%	Bldg. Dept. Bills Qtrly For Services
43790 Driveway Permits	200	280	(80)	140%	New Const. Activity
43800 Police Photo/Lic/Permits	8,000	16,834	(8,834)	210%	
43840 Returned Check Fee	100	40	60	40%	
43990 Pay For Participation	54,000	24,312	29,688	45%	Received from BOE
					CIRMA rebate (11,702); Election Grant (7,770); CCM
					rebate (3,327.50); Reim. For post damage
					(1,108.87); Lightning strike claim (10,308.43); CTCL
					Grant (5,000); CRF Grant (112,277.31); CRF Grant
46038 Miscellaneous	38,332	312,308	(273,976)	815%	for BOE FY20 Exp (134,296.41)
Local Departmental Revenues Total	626,132	965,998	(339,866)	154%	
43980 CNEF Fund	60,728	60,728	0	100%	
43950 Transfer-in Fund Bal.	444,000	444,000	0	100%	
43955 Additional Appropriations	130,273	130,273	0	100%	For Settlement, STEAP project, and FVHD additional
Transfers In Total	635,001	635,001	0	100%	funding request
Local Dept. Rev. & Transfer In Total	1,261,133	1,800,999	(339,866)	127%	
General Fund Revenues	47,755,946	45,343,541	2,412,405	95%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MARCH 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
1001	General Administration	428,220	314,115	92,830	21,275	95%	
1003	Legal Services	25,000	14,094	8,085	2,821	89%	
1005	Fringe Benefits	2,755,815	2,430,573	156,908	168,338	94%	Payment to Health Fund in Aug Will submit Election Grant Appropriation
1007	Town Clerk Operations	160,095	121,331	38,804	-39	100%	Agenda
1009	Probate	4,350	4,327	0	23	99%	
1011	Contingency & Reserve	274,578	97,781	24,379	152,417	44%	
1013	Election Services	44,915	34,233	5,753	4,929	89%	
1015	Boards, Reg. Prog. & Staff Dev.	68,588	52,524	1,592	14,472	79%	
1017	Revenue Collections	128,484	88,866	23,759	15,839	88%	
1019	Property Assessment	187,056	138,190	36,404	12,462	93%	
1021	Finance Management	330,386	245,940	65,698	18,749	94%	
1023	Insurance	357,550	330,217	7,328	20,007	94%	
General Government		4,765,017	3,872,190	461,536	431,291	91%	
2001	Building Inspection	156,480	105,576	35,816	15,088	90%	
2003	Fire Prevention	346,834	254,856	86,793	5,185	99%	
2005	Emergency Management	6,800	6,663	137	0	100%	
2007	Health Services	159,039	134,889	9,150	15,000	91%	
2009	Police Dept Administration	348,000	255,371	81,328	11,301	97%	
2011	Police Oper. & Communications	1,817,164	1,279,806	404,338	133,019	93%	
Pers. & Prop. Protection		2,834,317	2,037,160	617,563	179,694	94%	
3001	Public Works Administration	199,030	145,902	47,696	5,432	97%	
3003	General & Equipment Maint.	1,383,210	929,974	304,494	148,742	89%	
3005	Solid Waste & Recycling	894,100	572,494	307,069	14,537	98%	
3011	Planning & Engineering	34,400	15,941	17,089	1,371	96%	
3013	Infrastructure Maintenance	682,812	428,203	194,170	60,438	91%	
Public Works & Env.		3,193,552	2,092,515	870,518	230,520	93%	

**TOWN OF GRANBY
BUDGET OPERATIONS SUMMARY
MARCH 2021**

ACCT. #	DESCRIPTION	ADJUSTED BUDGET	EXPENSED	ENCUMBERED	UNENCUMBERED ALLOTMENT	% EXP.	REMARKS
4001	Library Services	560,300	364,392	108,778	87,130	84%	
4003	Social-Senior-Youth-Services	352,240	146,823	57,108	148,309	58%	
4005	Recreation Administration	95,200	73,162	21,949	89	100%	
4009	Community Support	3,000	0	0	3,000	0%	
	Lib., Rec., & Soc. Services	1,010,740	584,377	187,834	238,528	76%	
6001	Capital Improvement	1,818,695	1,818,695	0	0	100%	
7001	Debt Service	2,089,875	2,066,604	0	23,271	99%	Payable in August and February; Refunding
	Capital & Debt Service	3,908,570	3,885,299	0	23,271	99%	bond issuance cost
	Town Section	15,712,196	12,471,542	2,137,451	1,103,204	93%	
8001	Board of Education	32,043,750	21,788,301	0	10,255,449	68%	
	Board of Education	32,043,750	21,788,301	0	10,255,449	68%	
	General Fund Expenses	47,755,946	34,259,843	2,137,451	11,358,653	76%	

MANAGEMENT NOTES – APRIL 19, 2021 Meeting

Assessor:

- Prepare Legal Notice and RFP for State Mandated Revaluation.
- Receive and review RFP's for State Mandated Revaluation to determine the best options for The Town of Granby and its' citizens.
- Process all Certificates of Correction for Tax Collector prior to bills being mailed.
- Identify, Mail and remind all eligible Taxpayers regarding their Elderly Tax Relief, Disability and Additional Veterans Benefit.
- Take in, process, review, determine eligible benefit and apply proper Benefit, both State and Local benefit.
- Record and process address changes and name changes for the Tax collector on Motor Vehicles so the bills will be sent to the correct address and owner.
- Accepting and verifying all State and Local Elderly Applications and Income for benefits for State Compliance
- Accepting and Verifying Additional Veterans Applications and Income for benefits and State Statute Compliance

Library:

- The Main Library is open to the public Monday through Saturday without appointments for adults and teens and by appointment for visits to the Children's Room. In addition, patrons are encouraged to use our online resources, which are available 24/7, as well as Curbside Pickup and Virtual Programming. Staff are in the building six days a week, answering questions, providing curbside service and assisting patrons with the use of online resources.
- Granby Library citizens who do not currently have a (free) library card may register for one online and/or make an appointment to visit the Library. (<https://bit.ly/2OFLvnS>)
- In March, there were approximately 345 curbside pickup appointments, 330 browsing appointments, and about 94 Technology appointments. In April, there is a slow but steady rise in people coming inside and a slow drop in curbside appointments.
- LinkedIn Learning officially became available to Granby Library Patrons as of March 30th. Patrons can log-in using their library card to access online classes in thousands of topics from Photoshop to Excel to Leadership Development to Coding.

Programming:

- In March, the library offered 33 virtual programs via Zoom and Facebook, and four in-person/curbside programs. During the March events, over 588 patrons participated in library programs (not counting FB/YouTube video views).
- "Power to the Pollinators," part of the "Granby Grows" program series, attracted 41 participants, demonstrating the continuing popularity of this series.
- Two of our programs in honor of Women's History Month, Fierce Females in Art and "Booby Trapped: The History of the Bra" both attracted strong audiences and a number of follow-up watches on our YouTube channel (25, 33).
- Patrons attending the virtual Author Talk with Douglas W. Tallamy on Monday, March 29th responded in droves with notes of appreciation and excitement. There were

approximately 270 attendees at this hugely attended event, which was co-sponsored by the Friends of Granby Public Library and the Granby Land Trust.

- For Children, we've continued to host a Zoom story time on Tuesday mornings. Starting April 20th, due to popular demand, we are moving to an in-person, outdoor story time! Check the library website to learn more. www.granby-ct.gov/library
- There are a number of additional upcoming events in April, including "Time to Tidy Up on April 20th", "Backyard Mushroom Growing" on April 26th and *Stamped: Racism, Anti-Racism, and You* (Book discussion and conversation) on April 29th. To register for any of these, visit the library website.

Police Department:

The Granby Police Department is currently staffed at 15 sworn officers of the 16 authorized. The Granby Police Department is short staffed by one. One officer is on a light duty status due to a back injury. An entry level recruitment process has started. A promotional process has begun for the position of police sergeant.

A sampling of some of the cases responded to or investigated by the Granby Police Department since the last report is highlighted below:

March 10, 2021

Officers investigated a one car motor vehicle accident on Case Street at about 11:00 AM. The car left the road and hit a tree. The operator left the scene and reported the accident about 30 minutes later. The officers found drugs, ecstasy pills and methamphetamine in the car. The drugs belonged to the passenger. The driver was driving with a suspended driver's license.

April 8, 2021

There was a burglary of the Granby Package Store, 496 Salmon Brook Street, at about 9:50 PM on January 3rd. There was no sign of forced entry. A key may have been used to enter the front door. Cash and cigarettes were stolen. A suspect has been identified. The suspect was arrested by warrant on April 8, 2021.

April 9, 2021

The generator and uninterruptable power systems at the Police Department were tested at full load. All performed well.

April 12, 2021

Two vehicles were stolen and others entered in the Poets Corner Neighborhood overnight.

April 13, 2021

One car was stolen and others entered in North Granby. There were other attempts, but doors were locked.

Public Works:**Building Maintenance:**

- All town buildings are disinfected on a daily basis.
- As time permits, Kearns School is monitored for building maintenance and concerns.
- Painting at the Senior Center has been completed.

Road Work:

- Road overlay program preparation work is underway.
- DPW employees and outside contractors are cutting trees.
- Estimates are being put together for bridge repairs and road overlay projects.
- Winter storm damage to lawns and curbs are being restored.

Equipment and Maintenance:

- Repairs are ongoing to police vehicles, senior vans, and DPW equipment.

Grounds:

- Grounds clean-up is underway, including spreading fertilizer and over seeding.

Special Notes:

- DPW staff continue to meet the everyday needs but are hampered by the amount of time spent disinfecting vehicles and buildings.
- Griffin and Hungary Road bridges are still on track for replacement starting in April 2021.
- Moosehorn bridge replacement is scheduled for April 2022 followed by Donahue and Simsbury Road bridge replacements in 2023. Right of way permits are being put into place.
- Isaias storm paperwork is being completed for FEMA.
- MS4 annual report is now on the web site with no public comment.
- The sewer plant in Simsbury is being required to build a berm around the site to reduce potential flooding. There is a shared cost to the Town of Granby.
- Emerald ash borer insect has caused rapid decline of ash trees in town.
- Eversource will be in town to start cutting trees along roadways. This includes problem areas that we have identified. They will be parking their trucks at the dog pound.
- DPW generator replacement is scheduled for June.
- Abby and I continue working with the state to close out punch list items on the roundabout and reviewing details for the center realignment.
- Union negotiations are underway.
- Communications RFQ is now out to bid for a consultant.

Recreation & Leisure Services:

Special Events:

- Currently working on Summer Concert Series with Sally Rider of Rider Productions. Agreement has been signed and bands have been picked.
- The May National Scrapbooking Spring Weekend is in the planning stages

Facility Rentals/Holcomb Farm:

- There is one booked event and five inquiries.

Other Notables:

- Summer Day Camp registration is on-going and training is being scheduled for summer staff.
- The Easter Bunny event was very successful with 50 families registered.
- Concessions was cleaned out in preparation of the new Zen Den.
- The camp room was cleaned out and set up in preparation of summer.
- Scheduling summer staff training. Supervisor training for medicine administration and Epi-pen scheduled
- Staff attended CRPA Spring Quarterly workshop. Topics were CT Department of Early Childhood Guidelines For Summer Camps and E-Sports.
- All three full-time staff have received the COVID vaccine.
- A meeting was held with Public Works and MRC Recreation for a walk through of potential Splash Pad locations, followed by a Zoom meeting with a splash pad design and installation company.

Town Clerk:

The Town Clerk's Office recorded 249 documents in the month of March; 42 title transfers and collected \$17,103 in conveyance tax for the town. The majority of fishing licenses issued were for those 65 years and older and no fees were collected for those. Dog licenses still trickle in for 2020 and the new 2021 dog season begins in June. Many title searchers are making appointments to come in to the vault to search the land records. No more than two people are allowed in the vault at a time. The office is fully prepared to issue absentee ballots for the Town Budget Referendum to anyone that requests one.